

5/10/2022

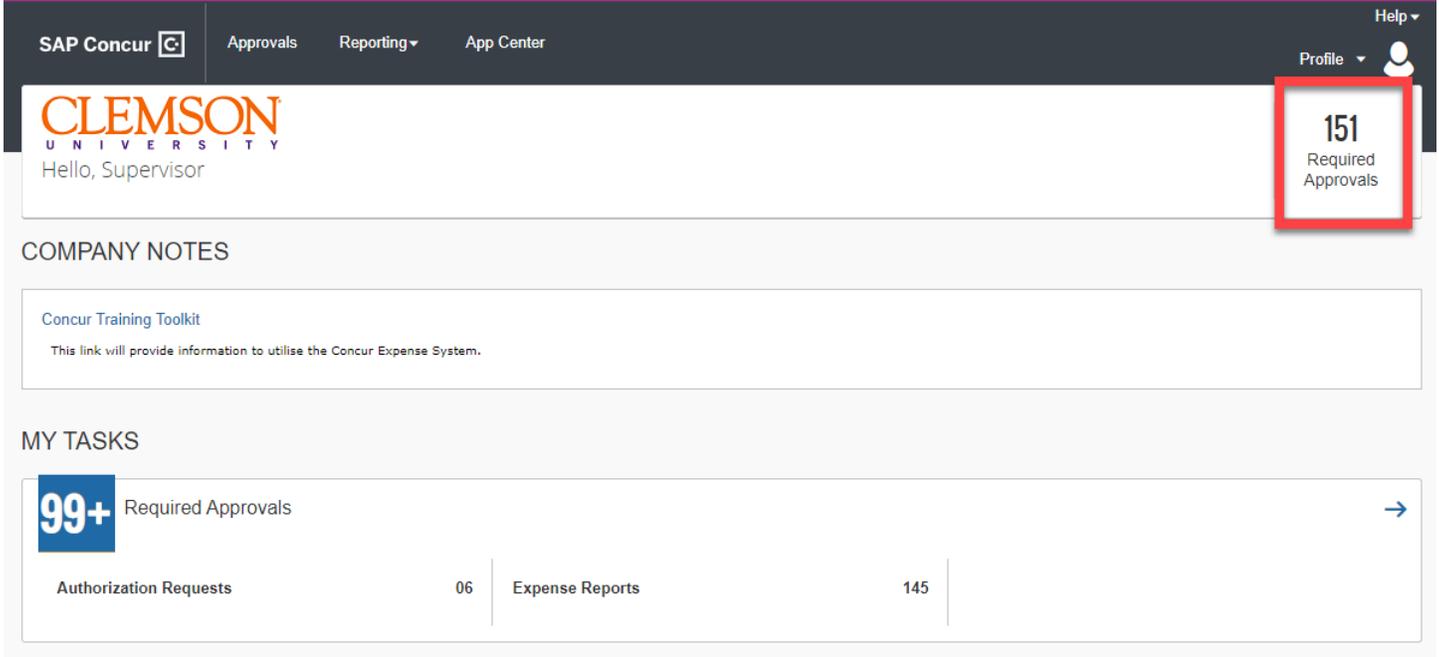
# Adding An Additional Review Step

## Adding An Additional Review Step

As an approver you can add additional review steps for an expense report. For example, you might need to forward the report to additional approvers if the expense report amount exceeds your approval limit, or if the report contains allocations to a cost center that is not within your approval authorization.

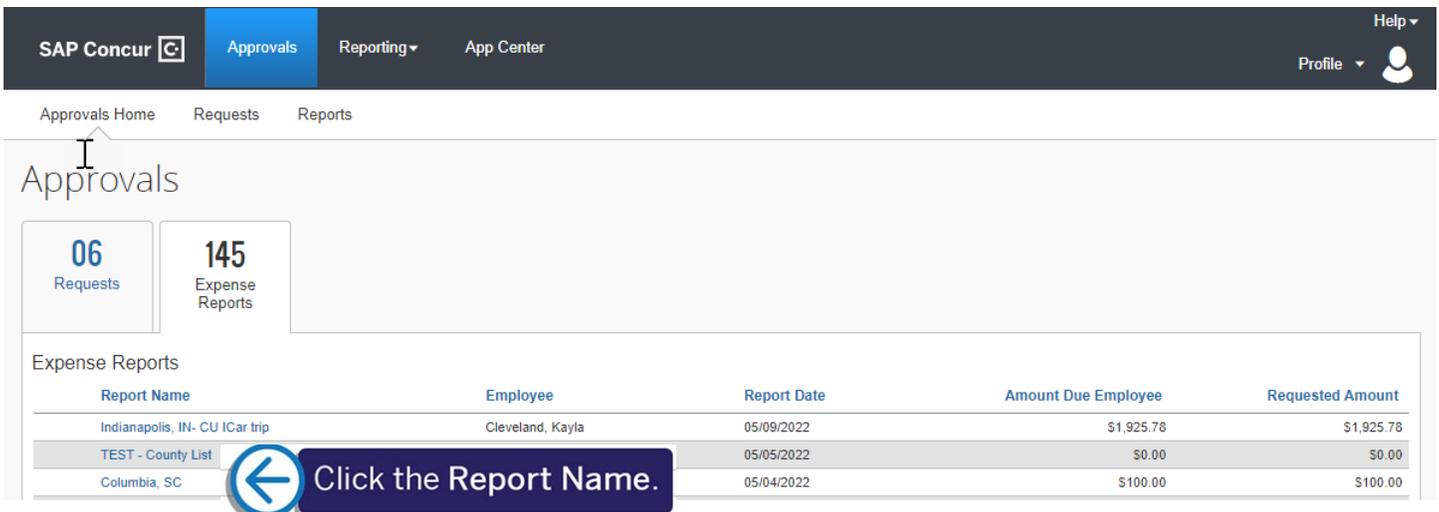
Before forwarding your report, review the report to be sure all the expenses are correct.

1. On the SAP Concur homepage, click Required Approvals



The screenshot shows the SAP Concur homepage for a supervisor. The top navigation bar includes 'SAP Concur', 'Approvals', 'Reporting', and 'App Center'. The user's profile is visible in the top right corner, showing '151 Required Approvals' in a red-bordered box. Below the navigation bar, the 'CLEMSON UNIVERSITY' logo and 'Hello, Supervisor' are displayed. The 'COMPANY NOTES' section contains a link for 'Concur Training Toolkit'. The 'MY TASKS' section shows '99+ Required Approvals' with a right-pointing arrow. Below this, a summary bar indicates '06 Authorization Requests' and '145 Expense Reports'.

2. From the Approvals pane you can approve expense reports. However, we recommend that you open the report to view the expense details before approving them. To open an expense report for review, click the Report Name.



The screenshot shows the 'Approvals' page in SAP Concur. The top navigation bar includes 'SAP Concur', 'Approvals', 'Reporting', and 'App Center'. The user's profile is visible in the top right corner. Below the navigation bar, the 'Approvals Home' tab is selected. The page displays two summary cards: '06 Requests' and '145 Expense Reports'. Below these cards, the 'Expense Reports' section contains a table with the following data:

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Indianapolis, IN- CU ICar trip	Cleveland, Kayla	05/09/2022	\$1,925.78	\$1,925.78
TEST - County List		05/05/2022	\$0.00	\$0.00
Columbia, SC		05/04/2022	\$100.00	\$100.00

A blue callout box with a left-pointing arrow and the text 'Click the Report Name.' is overlaid on the table, pointing to the 'TEST - County List' row.

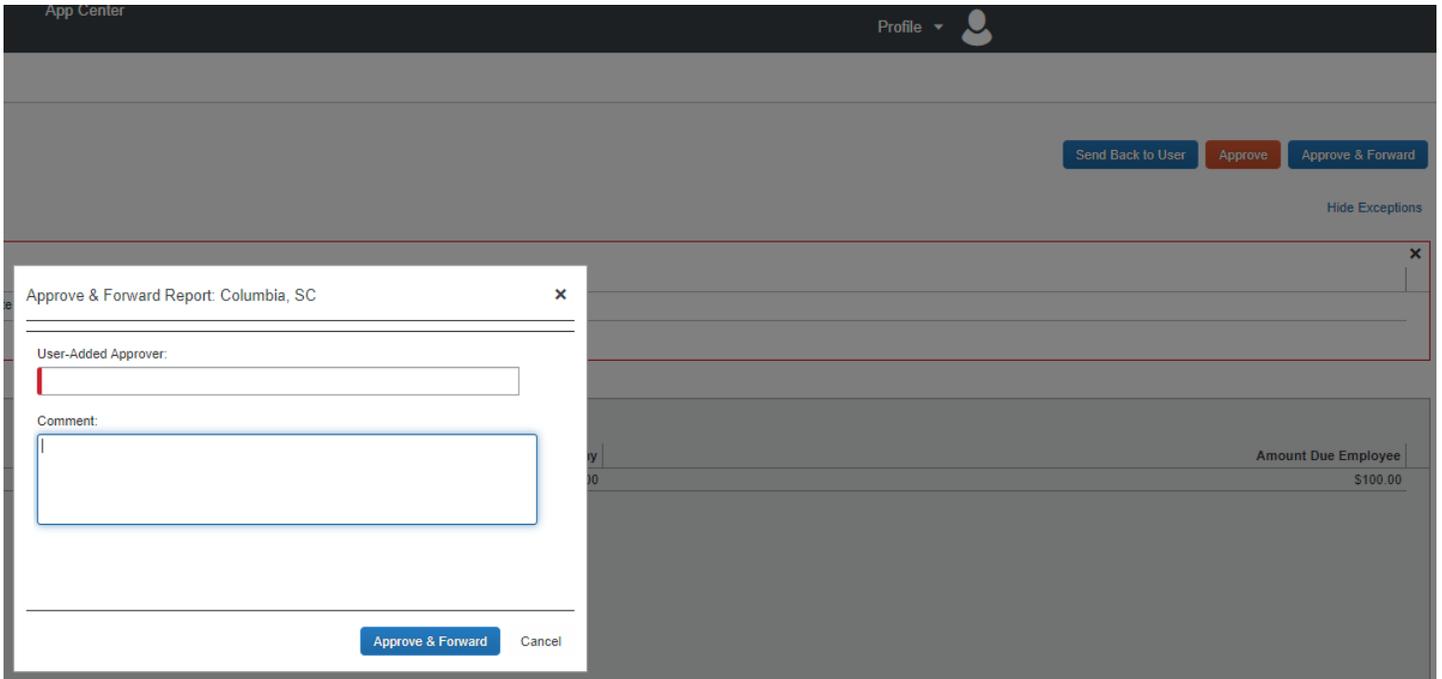
3. All your report expenses appear in the Expenses list. If the report contains any exceptions, they will be displayed on the Exceptions section.

The screenshot shows the SAP Concur interface for a user named Cleveland, Kayla. The top navigation bar includes 'SAP Concur', 'Approvals', 'Reporting', and 'App Center'. The main header shows 'Columbia, SC' and navigation options like 'Summary', 'Details', 'Receipts', and 'Print / Email'. A red box highlights the 'Exceptions' section, which contains a warning: 'Your Expense Report exceeds the variance allowed based on your Request and will route for review and approval.' Below this, the 'Expenses' table is visible, showing a single entry for 'Lodging/Hotel' with a date of 11/24/2021 and an amount of \$100.00. The 'Report Summary' section shows 'Report Totals' with 'Amount Due Company' at \$0.00 and 'Amount Due Employee' at \$100.00. At the bottom, the 'TOTAL AMOUNT' and 'TOTAL REQUESTED' are both \$100.00.

4. After you have reviewed the report and are ready to approve it, click **Approve & Forward**.

This close-up view of the SAP Concur interface focuses on the top right corner. It shows the 'Profile' dropdown menu and the 'Help' icon. Below these, three buttons are visible: 'Send Back to User', 'Approve', and 'Approve & Forward'. A red box highlights the 'Approve & Forward' button, and a blue callout box with an upward-pointing arrow contains the text 'Click Approve & Forward.' The bottom of the image shows the 'Amount Due Employee' field with a value of \$100.00.

- On the Approve & Forward page, you search for and select an additional approver by entering their name in the User Added Approver field .



- After you select the additional approver, click Approve & Forward. The expense report is forwarded to the additional approver and it will no longer appear in your list of reports to approve.

